

TENTATIVE AGENDA
FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
BOARD OF DIRECTORS MEETING
ORDER OF BUSINESS
THURSDAY, APRIL 11, 2019 AT 4:45 PM
801 LEESBURG RD.
FORT WAYNE, IN 46808

- I. EXECUTIVE SESSION to start at 4:45 PM
- II. REGULAR MEETING: to start at 5:30 PM
 1. Reading, correcting and approval of the Minutes of the previous meeting(s):
 - a. Regular Board Meeting Minutes (3/14/2019)
 2. Communications from the public, including petitions and remonstrances:
 3. Reports in the following order:
 - a. Board of Directors Reports:
 - i. Finance Committee:
 - ii. Personnel Committee:
 - iii. Marketing Committee:
 - iv. Legislative Committee:
 - v. Executive Committee:
 - vi. Transportation Planning Committee:
 - b. Staff Reports:
 - i. Controller's Report:
 1. Record of Transmittals
 2. Controller's Update
 - ii. General Manager's Report
 4. Introduction and/or Adoption of Resolutions and Ordinances:
 - a. Resolutions:
 - b. Appropriations Ordinances:
 - c. General Ordinances:
 5. Old Business:
 6. New Business:
 - a. Adoption/ratification of the new CBA Contract (2019-2021)
 7. Open Discussion by the Board

FORT WAYNE PUBLIC TRANSPORTATION CORPORATION
Board Minutes
March 14, 2019

The March meeting of the Board of Directors of the Fort Wayne Public Transportation Corporation/ Citilink was held on Thursday March 14, 2019 with regular meeting starting at 5:34 pm at the Citilink offices, 801 Leesburg Road, Fort Wayne, Indiana.

Directors Present: Ms. Sherese Fortriede, Mr. Ronald Steinman, Mr. Glynn Hines, Mr. Nelson Coats, Ms. Lana Keesling, and Mr. Howard Traxmor

Directors Absent: Mr. Nathan Hartman

Staff Present: Mr. Maurice Pearl, Ms. Jean Marie Boykins, Mr. Bruce Miller, Ms. Betsy Kachmar, Mr. Jason Trabert, Mr. Richard Thomas, Jr.

Others Present: Mr. Denny Logan, Corporate Counsel, Mr. Tom Trent, Corporate Counsel, Ms. Sheila Van Asperen ATU Local 682, arrived at 6:12 pm, and Officer Barbour

Ms. Fortriede began with roll call of members and noted that all Board Members were present except for Mr. Hartman who notified us that he would be absent.

Approval of Minutes: Ms. Fortriede moved to the reading, correcting and approval of the previously distributed regular Board Meeting minutes from 2/14/2019, Marketing Committee Meeting minutes from 2/18 2019. Also distributed at the meeting are Executive Session Meeting minutes from 1/26/2019, 2/14/2019 and 2/25/2019 and the Special Public Meeting minutes 2/25/2019 from Rothberg Logan Warsco LLP.

Mr. Hines made the motion to approve all sets of minutes. Mr. Coats seconded. The minutes were approved unanimously.

Communications from the Public, Including Petitions and Remonstrance's: None

Board of Directors Committee Reports:

Finance Committee – No report.

Personnel Committee – No report

Marketing Committee – Minutes are attached from 2/18/2019 meeting.

Legislative Committee – No report.

Executive Committee – No Report.

Transportation Planning Committee– No report.

Staff Reports:

Controller's Report

Mr. Miller distributed the Interim Record of Transmittals for the period of March 1-14, 2019.

Mr. Steinman had question regarding Angola repair payment. Ms. Boykins indicated this was repair for accident claim to repair claimant's vehicle.

Mr. Howard has two questions: (1) Noticed NIPSCO is like 2,000% over what we paid in August is that because we do not have insulation in the bus barn? Mr. Miller indicated that in August would basically have no heating cost. A better comparison would be the months of December or January that have significant heating costs. In reference to the \$7,000 figure, Mr. Steinman said it could happen.

(2) What is the 80 hour service pack for? Mr. Miller indicated that we use DWD as IT expertise for things that we cannot do ourselves so DWD is heavily involved with any computer issues and the service pack is an agreement where they agree to give us a discounted rate. Therefore Citilink buys up a service pack (80 hours) and the service pack may last 4-5 months or 1 month. Citilink purchased a service pack last month and it has already been depleted due to the new Safety Vision camera system for the buses and issues on why computer system may be running slow. DWD can remote in sometimes and other times may need to come on site for computer issues. In a typical year we would probably have two or three service packs per year at cost approximately of \$25,000 to \$30,000 per year.

Mr. Logan also explained how we obtained DWD through RFP process and that they were the most qualified bidder and least expensive. Ms. Keesling also noted that it is common for companies to use consultants and pre-buy service packs. It is most cost effective to do it that way.

Mr. Steinman made motion to approve the Interim Record of Transmittals for March 1–14, 2019, and the Record of Transmittals for February 1-28, 2019. Mr. Hines seconded. They were approved unanimously, with Mr. Coats abstaining from any payments to DWD.

Mr. Miller distributed the **corrected** Cash Balance report. Mr. Coats brought to his attention his promise at the February Board meeting to replenish the Worker Compensation Fund from Citilink's temporary borrowing of funds due to the government shut down. WC Fund is now back to \$1,000,000.

Controller's report shows that operating revenue is down approximately 2%. Non-operating revenue is relatively flat. Operating expenses are up close to 4%. Bulk of that increase represents, salaries, benefits and a little bit of fuel increase as well. Citilink's cash position as of February 28, 2019 is roughly \$490,000 higher as compared to same time frame last year.

Statement of net earnings reflects in the month of February, which is a shorter month than normal with 28 days, that salaries and wages are lower than normal. Fringe benefits are running lower than our budget primarily due to the fact that we had budgeted 10% increase with medical insurance. We are also under budget as it relates to fuel; as we had locked into fuel the first part of 2019 prior to doing the budget. July through the end of the year we assumed at \$3.25 per gallon; obviously we were able to lock in lower than this amount. We do anticipate fuel savings throughout the year.

Under services professional and technical we budgeted at \$35,765 for the anticipated use of RATP Dev for outside professional and technical services. We eliminated that for the most part. Now that Mr. Pearl is on board we will see salaries and wages increase. Ms. Kachmar and Mr. Pearl's positions were something we had not budgeted for under salaries and wages. We will be over budget in one area and under budget in another area.

Travel and meetings are significantly over budget. Much of this has to do with interview process for General Manager and also General Manager relocation costs. Total operating expenses are under budget by \$254,000.

General Manager Report:

- Ms. Fortriede welcomed Mr. Pearl and thanked him for his time.
- Safety & Security Camera System: There are a few issues with programming. Mr. Trabert is the Project Manager. Mr. Trabert, Mr. Rodriguez, Ms. Kachmar met with DWD today regarding installation. March 4-8, 2019 management staff attended Safety Vision training.
- Contract negotiations will continue March 21, & 22, 2019. Mr. Housden will be back to Fort Wayne, March 18, 2019. Mr. Housden, Ms. Boykins, Mr. Trabert, Mr. Harris-Stevenson and Mr. Pearl will be involved in the negotiations on those two days.
- New Hires: Nicholas Zimmerman, part-time hostler who started on March 11, 2019. Both Mr. Zimmerman and Mr. Pearl attended the new hire drug and alcohol training with Weber & Associates on Monday.
- Training: Mr. Pearl will be attending the APTA CEO Seminar April 13-15, 2019 in Chicago, IL. After Mr. Pearl finishes the General Manager report, he would like for Ms. Kachmar to give a 5 minute report on the APTA Marketing Seminar that she attended in February.
- Fixed Route: Ridership saw a slight decrease of just under 7.50% for the month of February compared to last year.
- Access: Ridership saw a decrease of just under 0.50% for month of February compared to last year.
- Goal Stats: Road calls for fixed route for month of February: zero for fixed route, four for Access. February was an exceptional month for accidents: There were 6 preventable accidents for fixed route with no tows and no injuries. 1 preventable accident for Access.
- Customer service: On-time performance for month of February for fixed route was 91.5%. Access was 93.6%.

Mr. Traxmor had question on major road calls, was this weather related? Mr. Trabert indicated that we had zero road calls due to weather. Mr. Traxmor indicated that there were 3 road calls in January 2019. Mr. Trabert can go back and look at the road call reports from January and identify if they were diesel and get back with Mr. Traxmor. Mr. Trabert also defined what determines a major road call. Anything that causes Citilink buses to be 5 minutes (or more) late or if vehicle has to be towed.

APTA Marketing Seminar:

Ms. Kachmar also attended a couple of sessions from the concurrent Legal Affairs Seminar and Insurance Risk Management Seminar. Ms. Kachmar brought handouts. Favorite parts for her was getting new ideas from the APTA Marketing Award winners; which will also be posted on their website. Round tables by system size. Session on humanizing your brand, like our Moving Stories. Social media, lots of cool ideas. Has actually spoken with Stephen already about idea of paying influencers to write about public transit on their blog. You buy them a bus ticket, then pay them a stipend and get them to blog about the transit experience. Many industries are using Facebook live more. One of the campaign ideas that should work well for Citilink's TDP: "Your Future Rides on Citilink - Destination 2030".

APTA has a new campaign called "Get On Board Public Transit". Kick off will be April 25th. Citilink will be participating by inviting City officials and others on a short bus ride. Ms. Kachmar also met our Token Transit Representative and re-negotiated our contract for 2% less per ticket sale. New program being rolled out where you can buy group packet of tickets for 5% per sale.

Introduction and/or Adoption of Resolutions and Ordinances:

R-02-2019 Public Speaking Policy. Will be presented by Mr. Tom Trent, RLW LLP under new business.

Old Business: None.

New Business:

R-02-2019 Public Speaking Policy. Presented by Mr. Tom Trent, RLW LLP.

This came up in conversation on what type of conversation we should allow at the Board meeting. We have drafted a policy that is consistent with the first amendment that will allow the public to speak at board meetings subject to reasonable restrictions. The complete policy and form were read by Mr. Trent. Copies of the new policy were distributed to everyone and will also be posted outside the Citilink Board Room. Mr. Hines made motion to approve R-02-2019 Public Speaking Policy. Mr. Steinman seconded.

Mr. Steinman had question on why we have police officer at the Board meetings. Mr. Hines noted that we have always had one in the back of the room. Ms. Keesling also noted that they have one at the Council meetings. Mr. Logan indicated that the history is that there were some perceived threats several years ago from the public and at that time it was decided that police officer be in attendance. Ms. Keesling also noted that there have been incidents in the country where people have shown up and shot councilman. So better to be ahead of it. Mr. Steinman agrees regarding having police office present.

Mr. Steinman does like the sunlight from open blinds. Ms. Boykins indicated that she was informed that the blinds being closed as a security precaution was previously a request by Mr. Lanahan. If this is something that the Board would like to change, please let her know and she can change it.

Open Discussion by the Board:

Ms. Fortriede bestowed a Citilink 50th Anniversary pin on our new General Manager.

Mr. Pearl is very impressed with the staff that is here. Lot of things in place as he thought they should be. Has been walking around and introducing himself to staff, bus operators and maintenance staff. Trying to also get out to the community. It has been very good experience.

There being no further business, the meeting adjourned at 6:13 PM.

Attest:

Sherese Fortriede
Chair

Ron Steinman
Vice Chair



Fort Wayne Public Transportation Corporation
801 Leesburg Rd.
Fort Wayne, Indiana 46808

To: Citilink Board of Directors

From: Reese Pearl, General Manager

Date: April 8, 2019

Re: Board Meeting Thursday, April 11, 2019

Here is an update on current projects and notes for your next board meeting which is set for Thursday, April 11, 2019 with an Executive Session at 4:45 PM in the Conference Room at the Citilink Offices, 801 Leesburg Road, and regular board meeting starting at 5:30 pm. **Please contact Jean Marie Boykins if you are unable to attend the meeting.**

Financial (Goal 5: Financial Responsibility)

- FTA distributed \$3,604,577 in federal funding to Fort Wayne Citilink on 4/13/19. This is a slight increase over previous year.
- 2018 Audit – Auditors from BKD are performing their on-site review the weeks of April 2 - 12.

Safety & Security (Goal 1: Safety)

- **Camera System:** Software trouble shooting continues. Connectivity transition for paratransit scheduling system is almost complete, efforts to transfer Route Match connections continue, bus public WiFi activation is underway.

Employee/Board Development (Goal 3: Employee & Board Development)

- **Contract Negotiations:** Management staff and ATU local 682 Union Executive Board reached a tentative agreement on all issues. The union voted to ratify the new contract on Sunday, March 24, 2019. The meeting agenda will reflect under new business that Board will be presented to adopt and ratify the new CBA Contract for (2019 through 2021); with an Executive Session before the Board meeting to brief you on the agreement.
- **Transit Driver & Employee Appreciation Days:** Celebrated our drivers on National Transit Driver Day March 18th and all employees the next day. Social media videos of passengers and drivers, poster, note cards, certificates, and a little meal. A special thanks to our new bus driver Jeffrey Griffin for donating the BBQ & sides!
- **Employee Update:** Karen Stewart, Customer Service Rep at Leesburg office resigned effective, 3/22/2019. Office Team temp to hire, Shahogany Thomas started on 3/20/2019.
- Juanita Paskins is retiring after 32 years of service as Dispatcher. Her final day of employment is Friday June 28th. Our operations manager is currently reviewing applications for this position. We are also reviewing applications for paratransit drivers in the Operations department.
- Reese Pearl will be attending the APTA CEO Seminar, April 13-15, 2019 in Chicago, Illinois.

Collaborations/Advocacy (Goal 7: Community Livability)

- Meetings were held with: Active Transportation Coalition, Rally 2 Read, Parking Partners, Spring Forward Fest, Clean Air Coalition, St. Joe Township Trustee, PFW, Homeless Network, In as Much, and NIRCC Open House.
- Participated in the GFW Third House luncheon on March 8, 2019. A bus load of Citilink Champions (10) attended Transit Day at the Statehouse on March 26th. Retiring CTN Director Becky Weimerskirch was presented 2019 Outstanding Advocate award from the Indiana Citizens Alliance for Transit.

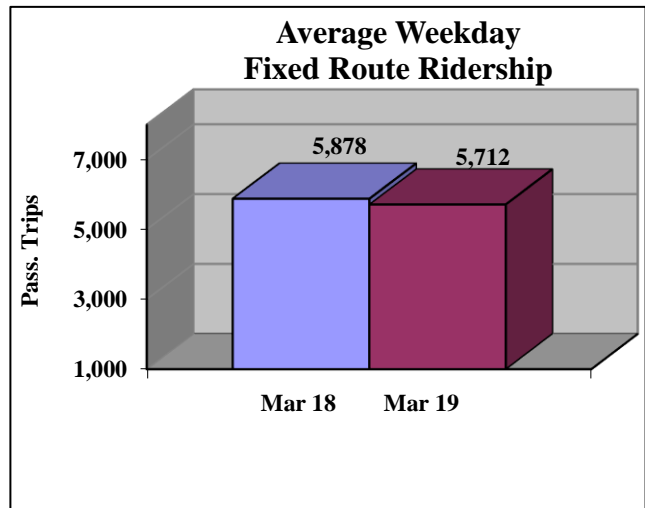
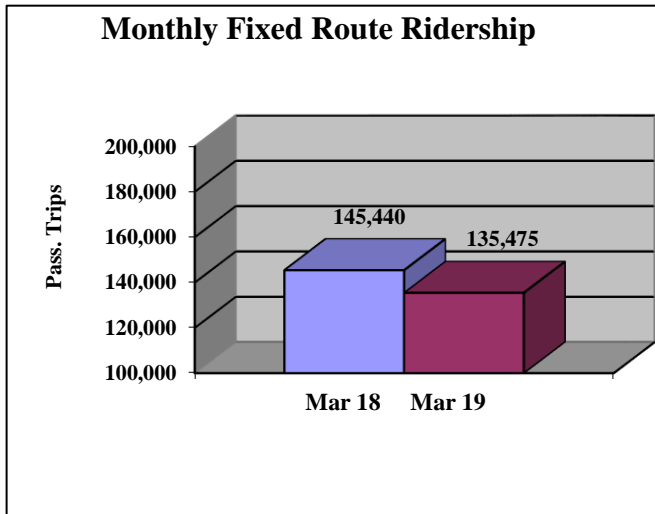
Market Development/Community Relations (Goal 6: Ridership)

- Citilink provided a tour for Brightpoint Head Start which resulted in a popular social media post – kids singing “Wheels on the Bus” while going through the bus wash.
- Social Media Highlights – moving stories, employee appreciation, Transit Day, CTN.
- Members of the Citilink Elite Club installed a Citilink shelter for the YWCA shelter. A special thank you to maintenance department for their refurbishing & installation expertise.



Ridership (Goal 6: Ridership)

- **Fixed Route:** Ridership for the month of March 2019 was 135,474 trips. This compares to 145,440 passenger trips for March 2018 (**decrease of -9,966 trips/-6.85%**). On-time performance was at 90.81%. Average weekday ridership for the month was 5,712. Decrease primarily due to one less weekday in 2019, average weekday ridership is -2.9% lower.
- **Token Transit:** Mobile pass sales for March was 2,791 for net of \$8,684. Usage was 10,318 on fixed route and 377 on Access.
- **Cougar Express:** Ridership for March was 641 compared to 583 for March 2018 (**increase of 58 trips /+9.10%**)
- Citilink is coordinating with Urban Transit Associates (UTA) for a free demo of their passenger counter system. The systems will be installed on four (4) Gillig buses the week of April 16th. The demo will run for 3-4 months.



**March Average Fixed Route Passengers per Hour
By Route – Weekdays Only**

Route 1-Waynedale Northcrest	15.16
Route 2-Time Corners Georgetown	23.41
Route 3-Village Woods Canterbury	15.23
Route 4-Wells Ludwig Parkview	18.79
Route 5-Southeast Local	6.95
Route 6-Franke Park McKinnie	16.78
Route 7-Anthony Oxford	15.33
Route 8-Glenbrook Southtown	20.00
Route 9-Broadway Taylor Gateway	14.53
Route 10-Lewis New Haven	19.13
Route 21-Dupont Road	3.58
Route 22-West Jefferson Lutheran	6.21
Route 97-Cougar Express	4.00
Route 31X- Downtown/ARC Express	2.99
Route 15 - MedLink	3.21

- ACCESS:** Citilink Access ridership for the month of March 2019 was 6,735 trips compared to 6,412 provided in March 2018 (**increase of 323 trips/+4.8%**). On-time performance was 96.75%. Average Access weekday ridership for March was 259 trips/day.
- 5310 Pass Through to Community Transportation Network:** CTN provided 832 trips in March, 2019. Annual review site visits for all four capital grant recipients were performed in March. Federal funding of \$284,989 for FFY 2018-19 was apportioned 3/13/19. Applications for Capital grants are due to NIRCC 4/12/19. Operating portion of these federal funds were previously awarded to CTN for CY 2020.
- Greyhound:** For the month of March 2019 Citilink CSR's at Central Station sold 751 tickets (863 were sold in 2018) & processed 50 packages/bags (41 processed in 2018).

Mission: Connect people by providing the highest quality sustainable public transportation while pursuing continuous improvement and growth.

2019 Citilink Goal Stats Summary Report

Goal 1 - Safety

Road Calls	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
Fixed Route															
2019 Major Road Calls	3	0	0										3	35 or less	Total Road Calls
YTD	3	3	3												
Access															
2019 Major Road Calls	1	4	1										6	10 or less	Total Road Calls
YTD	1	5	6												
Accidents															
Fixed Route															
2019 Preventable Accidents	1	6	2										9	20 or less	Preventable
YTD	1	7	9												
Total Collision Accidents	1	10	5										16	report only	Total Accidents
YTD	1	11	16												
Access															
2019 Preventable Accidents	0	1	0										1	8 or less	Preventable
YTD	0	1	1												
Total Collision Accidents	2	1	2										5	report only	Total Accidents
YTD	2	3	5												

Goal 2 - Customer Service

On-time Performance

Fixed Route	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
2019 On time performance	90.16%	91.52%	90.81%										90.83%	90%	
Access															
2019 On time performance	94.50%	93.63%	96.75%										94.96%	95%	

Goal 5 - Financial Responsibility

Expenses

Fixed Route Cost/Hour	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
Fixed Route Cost/Hour	\$87.71	\$83.65	\$84.73										\$85.36	\$86.00	
Access Cost/Trip	\$32.14	\$26.97	\$23.68										\$27.60	\$29.00	\$28 or less
Free Access Trips on FR	1,420	1,256	1,453										4,129		Report only

Revenue

Fixed Route	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
2018 Farebox Revenue	\$169,525	\$84,652	\$85,158	\$88,255	\$90,190	\$86,524	\$93,742	\$93,400	\$90,656	\$111,190	\$88,172	\$73,286	\$1,154,750		
2019 Farebox Revenue	\$152,987	\$84,388	\$87,594										\$324,969	\$1,433,600	2019 budget amount
Monthly +/-	(\$16,538)	(\$264)	\$2,436										(\$14,366)		
YTD +/-	(\$16,538)	(\$16,802)	(\$14,366)										(\$47,707)		
Access															
2018 Farebox Revenue	\$12,798	\$13,767	\$17,645	\$13,636	\$17,001	\$13,304	\$16,735	\$15,157	\$13,632	\$17,571	\$14,345	\$15,260	\$180,851		
2019 Farebox Revenue	\$14,039	\$12,874	\$20,558										\$47,471		
Monthly +/-	\$1,241	(\$893)	\$2,913										\$3,261		
YTD +/-	\$1,241	\$348	\$3,261										\$4,850		

Goal 6 - Increase Ridership

Fixed Route

2018 Passenger Trips	January	February	March	April	May	June	July	August	September	October	November	December	Total	Goal	Description
2018 Passenger Trips	137,760	135,422	145,440	133,499	143,397	141,706	138,350	154,608	135,116	160,011	137,015	130,804	1,693,128		
2019 Passenger Trips	121,990	125,274	135,475										382,739		
Monthly +/-	(15,770)	(10,148)	(9,965)										(35,883)		
YTD +/-	(15,770)	(25,918)	(35,883)										(77,571)		

Access

2018 Passenger Trips	6,207	5,923	6,412	6,151	6,347	5,927	6,158	6,782	5,648	6,823	5,958	5,603	73,939		
2019 Passenger Trips	5,839	5,899	6,735										18,473	report only	

Monthly +/-	(368)	(24)	323										(69)	
YTD +/-	(368)	(392)	(69)										(829)	
Purchased Trips														
2018 Purchased Trips	905	883	897	902	899	889	897	916	876	877	878	879	10,698	
2019 Purchased Trips	764	810	832										2,406	report only
Monthly +/-	(141)	(73)	(65)										(279)	
YTD +/-	(141)	(214)	(279)										(634)	
Total Ridership														
2018 Passenger Trips	144,872	142,228	152,749	140,552	150,643	148,522	145,405	162,306	141,640	167,711	143,851	137,286	1,777,765	
2019 Passenger Trips	128,593	131,983	143,042	0	0	0	0	0	0	0	0	0	403,618	5% increase
Monthly +/-	(16,279)	(10,245)	(9,707)										(36,231)	
YTD +/-	(16,279)	(26,524)	(36,231)										(79,034)	
Greyhound Ticket Sales														
2019 Passenger tickets sold	552	647	751										1,950	report only
2019 Packages/bags	36	37	50										123	report only